

# TENNESSEE AGRICULTURAL ENHANCEMENT PROGRAM

## 2014 PRODUCER DIVERSIFICATION APPLICATION AND SUPPLEMENT

APPLICATION PERIOD JUNE 1-7, 2014



# Application B



The Producer Diversification program is designed to encourage agricultural producers to expand or improve their operations through the production of diversified agricultural products.

TAEP provides cost share assistance for long term investments in Tennessee's livestock and farming operations. TAEP is a direct result of Tennessee's commitment to supporting its agricultural industry and rural economies.

## New in Producer Diversification

### TAEP Producer Diversification Supplement

1. This is a supplement to the 2014-2015 TAEP Cost Share Application B.
2. It is intended to assist producers with completing Producer Diversification Application B and proposal.

### TAEP Producer Diversification (Application B) Online

Apply Online. See page 19 & 27 to learn more about TAEP Online.

### 2014 Producer Diversification Course Calendar

Look at the new Producer Diversification Course Calendar to view upcoming events and courses that will help producers meet 50% cost share.



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## COST SHARE OPTIONS

### 2014 Producer Cost Share Opportunities

Application B			
Programs	Cost Share Maximums		Reimbursement Deadlines
	35% Standard Producer	50% Master Producer	
Producer Diversification Agritourism Fruits & Vegetable Honey Bee Horticulture Organic Value-Added Products	\$10,000	\$15,000	May 1, 2015
See page 18 for information on how to apply for Producer Diversification.			
Application A			
Livestock Equipment	\$3,500	\$3,500	Dec. 1, 2014
Livestock Feed Storage	\$10,000	\$10,000	Dec. 1, 2014
Genetics	\$1,200	\$1,200	May 1, 2015
Cattle and Goats/Sheep	Maximum reimbursement for Goats/Sheep is \$350		
Livestock Working Facility Cover	\$3,500	\$3,500	May 1, 2015
Hay Storage	\$7,500	\$7,500	May 1, 2015
Grain Storage	\$15,000	Not Available	May 1, 2015
Program information, application instructions, and <u>Application A</u> are available in a separate booklet titled TAEP 2014 Producer <u>Application A</u> . Download a copy by visiting <a href="http://www.tn.gov/taep">www.tn.gov/taep</a> .			

## LEARN MORE ABOUT TAEP APPLICATION A COST SHARE PROGRAMS

**Genetics** - Assists producers in purchasing high quality sires (bulls, bucks, rams) and semen to improve the genetics of their operations. The quality and value of the livestock produced is increased as well as the marketability and reputation of Tennessee cattle, goats, and sheep.

**Livestock Equipment** - Improves a farmer's ability to properly and safely manage the livestock in their herds. Examples of eligible items include squeeze chutes, creep feeders, feed bins, and working systems.

**Livestock Working Facility Cover** - Improves farm safety, functionally, and longevity of livestock working equipment by providing a protective cover.

**Hay Storage** - Assists farmers in building hay barns. Improving storage and management of forages is critical to improving herd nutrition.

**Livestock Feed Storage** - Assists farmers in improving feed quality and cost efficiency by building feed storage sheds, silos, and installing feed management equipment.

**Grain Storage** - Assists farmers to manage, store and dry grains allowing for higher returns and marketing flexibility.



# PRODUCER DIVERSIFICATION OVERVIEW

## Producer Diversification Overview

The goal of the Producer Diversification program is to encourage agricultural producers to expand or improve their operation through the production of diversified agricultural products. This program provides cost share opportunities for industry sectors of Agritourism, Fruits & Vegetable, Honey Bee, Horticulture, Organic, and Value-Added Products. Project categories include farm infrastructure, marketing and specialized equipment.

## Application Proposal & Budget

The Producer Diversification program requires the applicant to submit an application form and a written proposal using the proposal questionnaire template. The proposal questionnaire template outlines the applicant's agricultural operation(s), previous TAEP history, marketing plan, proposed project(s), line-item project budget(s), and special requirement attendance – *if requesting 50% cost share*. Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. Providing a line-item budget allows for budget revisions to occur during application reviews as certain requested items may not be eligible although the overall project is allowed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximums.

**Applications are competitively evaluated by industry sector according to each individual project. Projects are identified primarily by the sector in which they are eligible.**

If approved, the applicant must pay for and complete all approved projects prior to submitting their cost share reimbursement. There can only be one reimbursement payment per application approval.

## Application Evaluation

Applications must merit financial support, clearly state objectives, provide a sound work plan and prove applicant expertise necessary to successfully complete project(s). Only applications that are complete and include sufficient information will be considered for evaluation. An onsite visit or meeting may be required as part of the evaluation process.

Proposed activities must:

- Demonstrate significant potential for increasing farm income
- Be market driven and have a viable market plan
- Establish something new, not maintain on-going projects
- Meet all state and local food safety and regulatory requirements
- Produce long term benefits for the farm

## Examples:

Project Description	Sector	Project Description	Sector
Commercial tents, tables, chairs	Agritourism	Road sign for operation	Agritourism
Greenhouse for growing nursery stock	Horticulture	Tree digger	Horticulture
Greenhouse for growing vegetables	Fruits & Vegetable	Walk-in freezer for farm-fresh meats	Value-Added Products
Honey processor	Honey Bee	Retail shelters for farm-fresh meats	Value-Added Products
Irrigation for pumpkins	Fruits & Vegetable	Flail mower	Organic
Pavilion for farm tours	Agritourism	Apiary expansion	Honey Bee
Retail shelters for farm produce	Agritourism	Roller crimper	Organic

## Standard Producer (35%) and Master Producer (50%)

Each sector allows for two cost share percentage options. All approved applicants are eligible for 35% (Standard Producer) cost share. To be eligible for 50% (Master Producer), the approved applicant must complete the special requirements **for the sector in which their project is eligible**. Special requirements focus on education and include conferences, courses, events, workshops and specific certifications. Attendance is verified and the registered name must match the approved applicant to be eligible for 50% cost share.

## Approval Notifications

Applicants will be notified in writing of approval or denial. Allow 12 weeks for application processing. Each approval will include reimbursement instructions along with approval documents. **Please note that receipts/payments dated prior to June 1, 2014 are not eligible.**

## TAEP – Producer Diversification – Important Dates

Application Period	Notification Announcements	Decline Funds Deadline	Project Amendment Deadline	50% Special Requirements Deadline	Reimbursement Deadline
June 1-7, 2014	1st of September	October 1, 2014	February 1, 2015	May 1, 2015	May 1, 2015

## ELIGIBILITY REQUIREMENTS

1. Applicant must be a citizen of the United States of America and/or lawfully present in the United States.
2. Applicant must be an individual Tennessee resident operating a farm located in Tennessee.
3. Applicant must be at least 18 years old on application date.
4. Applicant must have the ability and **financial capacity to complete the project**.
5. Applicant must meet minimum livestock/acreage requirements for each program applied for, where applicable.

Head of livestock = maximum number of single type, regardless of sex or age, **at one time** during the last 12 months.

6. Applicant or a member of the applicant's immediate family must own land where **permanent structures** will be built. Only one application, per premises or property, per family owned land, per household, per business, per application period is allowed.
  - Immediate family members include: spouse; children; parents; siblings; grandparents; grandchildren; great grandparents; and spouse's children, parents, siblings, grandparents, grandchildren, great grandparents.
  - Livestock Equipment and Genetics projects can be located on leased land.
  - See Livestock Working Facility Cover, Hay Storage, Livestock Feed Storage, Grain Storage and Producer Diversification programs for more information.

7. **Premises registration** is required for applicants with livestock on their operations.

- Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.
- The premises account number is tied to the individual.
- The premises id number is tied to the farm address.
- An individual can have multiple premises id numbers if they have multiple farm locations.
- The farm address listed on the cost share application must match the address for the premises id listed on the application.
- Premises registration forms and instructions are available from TDA by calling 615-837-5120 or at [www.tn.gov/agriculture/regulatory/livestock.html](http://www.tn.gov/agriculture/regulatory/livestock.html).

8. Beef and Dairy cattle producers must have current **TN Beef Quality Assurance Certification (BQA)** at date of application.

BQA is a two-hour educational course on cattle management and care sponsored by the Tennessee Cattlemen's Association (TCA). BQA numbers must be renewed every two years and CURRENT at time of application. Contact TCA for additional information on BQA classes at 615-896-2333, [info@tncattle.org](mailto:info@tncattle.org), [www.tncattle.org](http://www.tncattle.org) or your local UT Extension office, [utextension.tennessee.edu](http://utextension.tennessee.edu).

9. Swine producers must have current **Pork Quality Assurance Plus Certification (PQA)** at date of application.

PQA Plus is a two-hour educational course on swine management and care sponsored by the Tennessee Pork Producers Association (TPPA). PQA numbers must be renewed every three years and CURRENT at time of application. Contact TPPA for additional information on PQA Plus classes at 615-274-6533 or [tnpork@tds.net](mailto:tnpork@tds.net).

10. Dairy producers (cattle, goats and sheep) must be permitted by TDA to be eligible as a dairy.

Contact TDA Consumer and Industry Services, Food and Dairy Division, at 615-837-5193, for permit information.

11. Certifications, permits and other priority requirements as specified by program must be **completed by the applicant**. No substitutions allowed.

This applies to: BQA, PQA, dairy permit, premises registration, master producer certifications, and Producer Diversification requirements.

### Tennessee Department of Agriculture may:

- Reject any or all requests.
- Modify program criteria, approval and payment processes.
- Provide partial funding for specific activity components that may be less than the full amount requested.
- Require additional information from the applicant.
- Deny payments for projects that do not meet requirements.

## Application Rules

1. Applications must be submitted during the application period June 1-7, 2014.
  - Applications may be submitted by one the following methods:
    - Online – June 1, 2014 through June 7, 2014.
    - Mail – Applications must have a postmark date ranging from June 1, 2014 through June 7, 2014.
    - Hand delivery to TDA, Holeman Building, 424 Hogan Road, Nashville, TN between **June 2, 2014 - June 6, 2014**.
  - Faxed or emailed applications will not be accepted.
  - Applications postmarked or hand delivered **prior** to June 1, 2014 and **after** June 7, 2014 are ineligible.
2. Application A cost share requests will be **approved by priority level**.  
(Genetics, Livestock Equipment, Livestock Working Facility Cover, Hay Storage, Livestock Feed Storage, and Grain Storage)
  - Applicants must prioritize their requests in the order of importance to their operation in 2014. (1=first priority, 2=second priority, 3=third priority).
  - Applicants can apply for no more than three cost share requests per application period.
3. Application B cost share requests are evaluated on a competitive basis by industry sector. (Producer Diversification).
4. Applicants may only submit one Application A per premises or property, per family owned land, per household, per business, per application period.
5. Applicants may only submit one Application B per premises or property, per family owned land, per household, per business, per application period.
6. Applicant will be notified in writing of approval or disapproval. Allow 12 weeks for application processing.

## Reimbursement Rules

1. Receipts/payments dated prior to June 1, 2014 are not eligible.
2. Cash receipts or receipts for in-kind services are not eligible (**trade-in value is not eligible**).
3. Used equipment, used materials and **leased equipment** are not eligible for cost share reimbursement unless otherwise noted.
4. Labor provided by applicant or their employees is not eligible for cost share reimbursement. Labor of any type is not eligible under Livestock Equipment.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects with other applicants.
7. Proof of payment is required in the form of cancelled check copies (bank provided cancelled check copies are acceptable), cashier's check, money order or credit receipt/statement.
8. Reimbursement documentation must be postmarked or hand delivered by the deadline. Allow 10 weeks for processing. Additional processing time is required for incomplete requests and requests submitted within one month of the program deadline.
9. There can only be one reimbursement payment per cost share approval. Projects must be completed before submitting reimbursement documentation.
10. Failure to complete projects and utilize any allocated funds can affect eligibility for future program participation.
11. Falsifying applications, invoices or other documents submitted to TDA may make producer and farm ineligible to participate in present and/or future TDA programs, and may result in civil litigation or criminal prosecution.

## Verification Rules

1. Applicant must utilize equipment and structures purchased with cost share funds for the intended purpose of the program for a **minimum of three continuous years from date of purchase**.
2. Site visits relating to the performance of the activity before, during and after completion may take place.
3. Applicants may be required to repay funds if they fail to comply with all aspects of the cost share guidelines.



# AGRITOURISM SECTOR

## Who is an Agritourism Producer?

For the purposes of TAEP, an eligible Agritourism operation currently offers on-the-farm experiences incorporating or relating to production agriculture for a fee or for purchase and is aimed at increasing profitability of the operation.

- Farm education (tours of production agriculture)
- Farm activities (pick your own, fee-fishing)
- Farm fun (corn maze, hayrides)
- Farm purchases (retail sales of farm's agricultural products)

## Agritourism Applicant Requirements

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- Applicants must meet **all state and local regulations** to be eligible for reimbursement.

## Agritourism Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Agritourism projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Agritourism projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

1. Tennessee Agritourism Conference or North American Farm Direct Marketing Association (NAFDMA) – must attend (1)
2. Sector eligible educational course – must attend (1)

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- **Applicant must have participated in events from 2012-2015.**
- See eligible special requirements for Agritourism sector projects in sidebar on page 7.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Agritourism special requirements.

## What Agritourism Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: Farm Infrastructure, Specialty Equipment and Marketing. *Examples of eligible and ineligible items are provided on page 7.*

### Competitive Projects ~ Agritourism:

- Emphasis is given to projects that focus on long term public use considerations that increase opportunities for profitability.
- Marketing projects that are long term in nature are also encouraged to enhance outreach of the farm to the public.

## Eligible Agritourism Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

**FOR 2015 ONLY:** Registration for the NAFDMA convention is eligible for cost share in 2015.

This event will be held in Nashville. Learn more by visiting [www.farmersinspired.com](http://www.farmersinspired.com).

DVD – educational, not for resale  
Hand washing stations  
Handicap accessible areas  
Hay ride wagon  
Lighting – public areas  
Parking areas (new) – gravel or pavement  
Pavilions – educational  
Public address (PA) systems – educational

Restroom facilities - descriptions  
Retail shelters - descriptions  
Safe way areas  
Seating – for commercial  
Signs – certain dimensions  
Tables – for commercial  
Tents – for commercial  
Website development – see ineligible



## Ineligible Agritourism Items – Most commonly requested

Advertising  
Arena – livestock  
ATV  
Barn – livestock, storage  
Bed & Breakfast projects  
Brochures  
Building – storage  
Building – show facility  
Cash Registers  
Computers  
Concession Stands/kitchens  
Containers - bottles, pots  
Driveways  
Electrical service bills  
Fees – membership, hosting, domain  
Fencing  
Flyers - promotional  
Forklift  
Fuel  
General Inputs  
Give-away items  
Golf Carts  
Landscaping  
Labor – applicant or employees of applicant

Land – clearing of  
Livestock  
Maintenance of existing structures  
Meeting expenses  
Merchandise  
Motorized vehicles  
Motorized rides  
Office equipment  
Permits  
Point of Sale Systems  
Printing  
Product development  
Property – purchase or debt payment  
Renovations of existing structures  
Salaries, Wages, Benefits  
Software  
Store – for resale of goods  
Tractors  
Trade show expenses  
Trailers – livestock  
Used equipment  
Water source creation – ponds/wells  
Website – annual or hosting fees  
Wells – drilling of

## Agritourism Events

The following past and current courses/events count as 50% special requirements for the Agritourism sector.

### Tennessee Agritourism Conference

- ☐ January 2012 – Nashville, TN
- ☐ January 2013 – Nashville, TN
- ☐ January 2014 – Nashville, TN
- ☐ January 2015 – NAFDMA ~ Nashville, TN

### CPA – Direct Marketing \$ense Course

- ☐ January 10-11, 2012 – Manchester, TN
- ☐ March 11-12, 2013 – Spring Hill, TN

### CPA – Direct Farm Marketing for Success V: “Using Computer Records to Boost Your Business” Workshop

- ☐ March 7, 2012 – White Pine, TN
- ☐ March 8, 2012 – Cookeville, TN
- ☐ March 14, 2012 – Spring Hill, TN
- ☐ March 15, 2012 – Jackson, TN
- ☐ March 22, 2012 – Monteagle, TN

### CPA – Tools/Strategies to Upgrade Your Social Media Impact

- ☐ August 21, 2012 – Knoxville, TN
- ☐ August 22, 2012 – Murfreesboro, TN
- ☐ August 23, 2012 – Jackson, TN

### CPA – Agritourism Extravaganza

- ☐ November 16-17, 2013 – East TN

### CPA – Agritourism Safety and Emergency Management Workshop

- ☐ July 24, 2013 – Lenoir City, TN
- ☐ July 25, 2013 – Portland, TN

### CPA – Southern Style Hospitality Seminar

- ☐ August 13, 2013 – Kingsport, TN
- ☐ August 14, 2013 – Loudon, TN
- ☐ August 15, 2013 – Manchester, TN
- ☐ August 20, 2013 – Spring Hill, TN
- ☐ August 21, 2013 – Jackson, TN

### CPA – Direct Farm Marketing for Success VI:

- ☐ March 11, 2014 – White Pine, TN
- ☐ March 12, 2014 – Athens, TN
- ☐ March 13, 2014 – Cookeville, TN
- ☐ March 20, 2014 – Milan, TN
- ☐ March 21, 2014 – Spring Hill, TN

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# FRUITS AND VEGETABLE SECTOR

## Who is a Fruits and Vegetable Producer?

For the purposes of TAEP, an eligible Fruits and Vegetable operation is involved in the production of produce for sale and is aimed at increasing profitability of the operation.

- Fruits and Vegetable grower
- Pumpkin producers
- Viticulture

## Fruits and Vegetable Applicant Requirements

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- Applicants must meet **all state and local regulations** to be eligible for reimbursement.

## Fruits and Vegetable Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Fruits & Vegetable projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Fruits & Vegetable projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

#### Option One: Fruits & Vegetable producers

1. Tennessee Horticultural Expo – must attend
2. Sector eligible educational course – must attend (1)

#### Option Two: Good Agricultural Practices (GAP)

Must have GAP certification and current letter of compliance at time of reimbursement. For GAP ONLY eligible items see page 9, section B.

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- **Applicant must have participated in events from 2012-2015.**
- GAP applicants must be up to date with most **current** letter of compliance documentation.
- See eligible special requirements for Fruits & Vegetable sector projects in sidebar on page 9.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Fruits & Vegetable special requirements.

## What Fruits and Vegetable Projects Qualify for TAEP?

The proposed activity/project must encompass **quality expansion** or **improvement** of the applicant's farm and business. The eligible categories are: Farm Infrastructure, Specialty Equipment and Marketing. *Examples of eligible and ineligible items are provided on page 9.*

### Competitive Projects ~ Fruits & Vegetable:

- Priority is given to projects that are focused on improving or increasing production.
- Marketing projects that are long term in nature are allowed but are not considered as competitive as those involving production.

See the Reference page for sector specialists – page 25



# FRUITS AND VEGETABLE SECTOR

## A. Eligible Fruit and Vegetable Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

Apple/Peach liners – orchards	Greenhouse	Packing line equipment
Bladder press – viticulture	• Hydroponic	Pest control –
Chilling units – not for AC units	• Overwintering	• Bird control netting
Crusher/Destemmer – viticulture	• Production	• Sprayer
Cold storage –	• Shade system	• Wildlife barriers
• Chilling units	Heater – greenhouse	Plastic mulch layer/ lifter
• Freezer	High tunnel/hoop-house	Pond liner – irrigation system
• Walk-in cooler	Irrigation –	Production line equipment
Fan – greenhouse	• Controller system	Pruner – mechanical
Fertilizer equipment	• Drip – tape only included	Pump – irrigation, filter
Field Planter	in new projects	Row covers – frost protection
Filter system – irrigation	• Fertigation system	Signs – description needed
Filter Pump – irrigation	• Filter system	Sink – produce washing
Freezer	• Frost protection	Soil mixer
Fruit stock –	• Overhead	Spray equipment
• Apples	• Pivot	Sprayer
• Blackberries	• Pump	Thermostat – greenhouse
• Blueberries	• Storage tanks	Trellis materials –
• Grapes	Lighting – not for aesthetics	berries and vines
• Peaches	• Greenhouse	Vineyard hoe
• Raspberries	• Pavilion/retail shelter	Walk-in cooler
Gravel –	Loading area/dock	Water storage tanks
• Foundation	Mechanical harvesters	Website development –
• Propagation area	Mulch machine	see ineligible items
Harvest bins	Must pump	Wood boiler
Harvest lugs	Packing facility	

## B. GAP ONLY – *Certified up to date GAP producers can also apply for projects listed in sections A & B*

Produce packing facilities –	Food grade materials needed for	• Stand alone structure of
• Structure	GAP plan –	packing facility
• Electrical	• Plastic harvest bins/lugs	• Sinks
• Plumbing	• Plastic storage bins	• Toilets
• Packing line/	• Plastic pallets	• Plumbing
washing equipment	Worker hand washing stations and	• Electrical
• Loading Dock	permanent restroom facilities –	

## Ineligible Fruit and Vegetable Items – *Most commonly requested*

Advertising	Give a way items	Product development
ATV	Golf cart	Property – purchase or
Brochures	Insecticides	debt payment
Building – storage	Labor – applicant or employees	Renovations of existing structures
Chemicals	of applicant	Seeds – produce, nursery,
Computers	Landscaping	flowers, etc
Concession stands/kitchens	Land – clearing of	Software
Containers – bottles, pots	Maintenance of existing structures	Store – general
Driveways	Meeting expenses	Tractor
Electrical service	Merchandise	Trade show expenses
Fees –	Motorized vehicles	Trailers – livestock
• Domain	Mower	Used equipment
• Hosting	Office equipment – description	Water source creation –
• Membership	Permits – or certifications	ponds wells
Fencing	Pesticides	Website – annual or hosting fees
Fertilizer	Plants – liners/plugs	Wells – drilling of
Forklift	Ponds – digging of for a	Winemaking equipment
Fuel	water source	

## Fruits & Vegetable Events

The following past and current courses/events count as 50% special requirements for the Fruits & Vegetable sector.

### OPTION 1

#### TN Horticultural Expo

- ☐ January 2012 – Nashville, TN
- ☐ January 2013 – Nashville, TN
- ☐ January 2014 – Nashville, TN
- ☐ January 2015 – Nashville, TN

#### GAP Food Safety Workshop

- ☐ February 16, 2012 – Unicoi, TN
- ☐ February 28, 2012 – Pikeville, TN
- ☐ March 5, 2012 – Clarksville, TN
- ☐ PMA & Sysco Workshop - February 6, 2013 – Knoxville, TN
- ☐ January 30, 2014 – Nashville, TN
- ☐ Cornell GAPs Online Produce Safety Course

#### CPA – Direct Farm Marketing for Success V: “Using Computer Records to Boost Your Business” Workshop

- ☐ March 7, 2012 – White Pine, TN
- ☐ March 8, 2012 – Cookeville, TN
- ☐ March 14, 2012 – Spring Hill, TN
- ☐ March 15, 2012 – Jackson, TN
- ☐ March 22, 2012 – Monteagle, TN

#### CPA – Tools/Strategies to Upgrade Your Social Media Impact

- ☐ August 21, 2012 – Knoxville, TN
- ☐ August 22, 2012 – Murfreesboro, TN
- ☐ August 23, 2012 – Jackson, TN

#### CPA – Agritourism Safety and Emergency Management Workshop

- ☐ July 24, 2013 – Lenoir City, TN
- ☐ July 25, 2013 – Portland, TN

#### CPA – Southern Style Hospitality Seminar

- ☐ August 13, 2013 – Kingsport, TN
- ☐ August 14, 2013 – Loudon, TN
- ☐ August 15, 2013 – Manchester, TN
- ☐ August 20, 2013 – Spring Hill, TN
- ☐ August 21, 2013 – Jackson, TN

#### CPA – Farmers Market Bootcamp

- ☐ February 24, 2014 – Memphis, TN
- ☐ February 25, 2014 – Dyersburg, TN
- ☐ February 26, 2014 – Dickson, TN
- ☐ March 4, 2014 – Fayetteville, TN
- ☐ March 5, 2014 – Chattanooga, TN
- ☐ March 6, 2014 – Harriman, TN

#### CPA – Direct Farm Marketing for Success VI:

- ☐ March 11, 2014 – White Pine, TN
- ☐ March 12, 2014 – Athens, TN
- ☐ March 13, 2014 – Cookeville, TN
- ☐ March 20, 2014 – Milan, TN
- ☐ March 21, 2014 – Spring Hill, TN

### OPTION 2

Must be GAP Certified with up to date audits in order to receive 50% cost share

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# HONEY BEE SECTOR

## Who is a Honey Bee Producer?

For the purposes of TAEP, an eligible Honey Bee producer must meet the minimum requirements of beekeeping experience and number of existing colonies as outlined below in Honey Bee Applicant Requirements. The proposed activity must encompass quality expansion or improvement of pollination or honey production. The eligible categories are:

- Apiary expansion
- Honey processing equipment
- Pollination services
- Honey processing facility

## Honey Bee Applicant Requirements

### Experience:

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- Minimum experience of three (3) years and current ownership of at least ten (10) colonies is required to participate.
- Minimum experience of five (5) years and current ownership of at least thirty (30) existing colonies is required to request cost share for construction of a TDA licensed and inspected Honey Processing Facility.
- Applicants must report experience and number of hives in application proposal to be eligible.
  - If the applicant has assisted other beekeepers and mentors in working directly with bees, he or she may count this hands-on experience toward the requirements. The applicant must list the beekeeper's name, contact information, and length of time spent assisting this beekeeper for this experience to be considered.
  - There is not a year requirement for ownership of hives but applicants must own required number of hives at time of application.

### Consumer & Industry Services (Regulatory):

- Apiaries must be registered with the State of Tennessee at the time of the application period (June 1-7, 2014).
  - Contact TDA State Apiarist at 615-837-5342
- If you pack or sell more than (150) gallons of honey per year, you must be licensed and inspected by the State of Tennessee as a food manufacturing facility.
  - Contact TDA Consumer & Industry Services at 615-837-5153

## Honey Bee Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Honey Bee projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Honey Bee projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

**Must attend all courses to earn UT BeeMaster certificate**

1. UT BeeMaster Program
  - For more information about this program please visit [bees.tennessee.edu](http://bees.tennessee.edu) or call 865-974-0209

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- Beginning on May 1, 2015, the BeeMaster certificates will expire three (3) years after issuance.
- See eligible special requirements for Honey Bee sector projects in sidebar on page 11.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Honey Bee special requirements.

## What Honey Bee Projects Qualify for TAEP?

The proposed activity must encompass quality expansion or improvement of pollination or honey production. The eligible categories are: Apiary expansion, Honey processing equipment, Pollination services and Honey processing facility. *Examples of eligible and ineligible items are provided on page 11.*

See the Reference page for sector specialists – page 25

## Eligible Honey Bee Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

### Apiary Expansion:

#### Beekeeping supplies

- Queens: **one** Queen per new hive – Re-queening of existing hives is not eligible
- Package bees
- Nucleus colonies – honey bees & boxes

#### Hive or super equipment

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Frames – **not** for maintenance of existing colonies

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Foundation wax – **not** for maintenance of existing colonies

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Hive accessories – for increase, not maintenance

- Telescoping covers, Western, or flat covers
- Bottom boards
- Division board feeders
- Entrance feeder
- Top feeders
- Queen excluders
- Entrance reducers
- Metal frame spacers
- Metal rabbits
- Eyelets
- Frame wire
- Pollen traps

### Honey Processing Equipment

Extractors – motorized recommended  
 Gates for honey storage  
 Containers – > 5 gallon and usually stainless steel  
 Uncapping knives  
 Capping scratchers  
 Immersion heaters  
 Band heaters  
 Drum handling truck  
 Strainers  
 Bottling bucket kit  
 Un-cappers  
 Wax melters  
 Honey dispensing tanks  
 Honey filter  
 Honey pumps  
 Honey bottling valve  
 Honey refractometer

### Pollination Services

All items and equipment listed in above sections are also eligible under the pollination service  
 Trailers – size cannot be larger than needed for the number of colonies

### Honey Processing Facility

Building materials to construct a licensed facility  
 Labor is only eligible for infrastructure projects. In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor.



## Ineligible Honey Bee Items – Most commonly requested

Bee brush	Frame holders	Queen clipping scissors
Bee escapes	Frame spacing tool	Queen paint markers
Bee go – product for moving bees out of supers	Fume boards	Ross rounds
Bee hats	Grafting tools	Section scraping tools
Beekeeping gloves	Hive tools	Small hive beetle traps
Brood builder	Honey containers – buckets	Smokers
Comb cutters	Honey jars	Smoker bellows
Corn syrup	Honey labels	Smoker materials
Coveralls	Jar caps	Sting kill swabs
Diagnostic kits	Labels	Sugar
Electric embedder	Mailing cages	Swarm traps
Frame/ form board	Maxant hive tools	Sweet bands
Frame cleaner	Medications	Used equipment
Frame grip(s)	Plastic queen cell cups	Used materials
Frame fixers	Observation hives	Veils
	Queen cell protectors	

## UT Bee Master Courses

This program is required if requesting 50% cost share. Course must be completed by reimbursement deadline (May 1, 2015).

The Hobbyist Level is an entry level class designed to provide information on how to become and succeed as a beekeeper.

For more information about this program please visit [bees.tennessee.edu](http://bees.tennessee.edu) or call 865-974-0209

University of Tennessee Extension will issue Bee Master Certificates to individual producers in the name of the producer taking the course and the year it was issued.

### UT BeeMaster Program 2014

- ☐ March 6-7, 2014 – Savannah, TN
- ☐ March 27-29, 2014 – Cookeville, TN
- ☐ April 3-5, 2014 – Winchester, TN
- ☐ April 21, 22, 24-26, 2014 – Knoxville, TN
- ☐ May 15-17, 2014 – Mountain City, TN

**Note: Certificates will expire three (3) years after issuance beginning on May 1, 2015.**

UT Bee Master Certification Expiration Schedule	
Course Completed	Course Expires
Prior to 2001	May 1, 2015
2001-2010	May 1, 2016
2011-2014	May 1, 2017

Please contact your local UT Extension office if you are not sure when you took the UT Bee Master Producer Course.

# HORTICULTURE SECTOR

## Who is a Horticulture Producer?

For the purposes of TAEP, an eligible Horticulture operation is involved in the production of tree/plant stock for sale and is aimed at increasing profitability of the operation.

- Tree farms
- Nurseries
- Plant farms

## Horticulture Applicant Requirements

### Experience:

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- The applicant's business must produce the majority of their plants from seed or cutting to finished product.
  - Businesses purchasing finished product to resale that equals majority or more of their gross sales are not eligible.
- Applicants must meet all state and local regulations to be eligible for reimbursement please see below:

### Consumer & Industry Services (Regulatory):

- Producers must meet all state and local regulatory requirements to be eligible for cost share reimbursement.
- Applicants producing nursery stock, greenhouse plants, turfgrass, etc. must be licensed by the State of Tennessee.
  - Contact the Tennessee Department of Agriculture – Consumer and Industry Services (Regulatory) at 615-837-5137 for more information on required permits.

## Horticulture Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Horticulture projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Horticulture projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

Must complete all coursework in the UT Master Nursery Producer Program (TMNP)

1. UT Master Nursery Producer Program (TMNP)
  - For more information about the Tennessee Master Nursery Producer Program certification, contact the UT Coordinator's office at (865) 974-7152 or visit [www.tnmasternursery.com](http://www.tnmasternursery.com)

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- Certificates will expire three (3) years after issuance.
- See eligible special requirements for Horticulture sector projects in sidebar on page 13.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Horticulture special requirements.

## What Horticulture Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: Farm Infrastructure, Specialty Equipment and Marketing. *Examples of eligible and ineligible items are provided on page 13.*

### Competitive Projects – Horticulture:

- Priority is given to projects that are focused on improving or increasing production.
- Marketing projects that are long term in nature are allowed but are not considered as competitive as those involving production.

See the Reference page for sector specialists – page 25



## Eligible Horticulture Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

Aeration system – flowers	Heater – greenhouse	Soil mixer
Cold frames	High tunnel/hoop house	Spray equipment
Cold Storage –	Irrigation –	Sprayer
• Walk in cooler	• Controller system	Thermal tag printer – horticulture only
• Components	• Drip	Thermostat – greenhouse
Container production area	• Filter system	Tree baler –standing
Display – trade show	• Overhead	Tree claw
Drying house – flowers	• Pivot	Tree lifter/shaker
Fan – greenhouse	• Pump	Tree hauling wagons
Fertilizer equipment	Lighting – not for aesthetics	Tree spade
Field planter	• Greenhouse	Tree transplanter
Filter system – irrigation	Loading area/dock	Tree trimmer
Filter pump – irrigation	Packing facility	Water level control
Gravel –	Packing line equipment	Water storage tanks
• Foundation	Pond liner – irrigation system	Website development – see ineligible
• Propagation area	Potting building	Wood boiler
• Container production	Potting wagon	
Greenhouse –	Propagation building	
• Covering	Propagation mats	
• Overwintering	Pump – irrigation, filter	
• Shade system	Rolling carts	
• Structure	Sod harvester	



## Ineligible Horticulture Items – Most commonly requested

Advertising	Golf cart	Product development
Brochures	Insecticides	Property – purchase or debt payment
Building – storage	Labor – applicant or employees of applicant	Renovations – of existing structures
Catalogs	Landscaping	Seeds – produce, nursery, flowers, etc
Chemicals	Land – clearing of	Software
Computers	Livestock	Store – general
Containers – bottles, pots	Maintenance of existing structures	Tractor
Driveways	Meeting expenses	Trade show expenses
Electrical service	Merchandise	Trailers – livestock
Fees –	Motorized vehicles	Used equipment
• Domain	Mower	Water source creation – ponds/wells
• Hosting	Office equipment	Website – annual or hosting fees
• Membership	Permits	Wells – drilling of
Fencing	Pesticides	
Fertilizer	Plants – liners/plugs	
Forklift	Ponds – digging of, for a water source	
Fuel		
Give a way items		

## UT Master Nursery Producer Program (TMNP)

This program is required if requesting 50% cost share. Course must be completed by reimbursement deadline (May 1, 2015).

UT Extension, in collaboration with the USDA and TSU, and with support from the Tennessee Department of Agriculture, now makes it possible for Tennessee nursery crop growers to complete most of the certification process online!

For more information about the Tennessee Master Nursery Producer Program certification, contact the UT Coordinator's office at (865) 974-7152 or visit [www.tnmasternursery.com](http://www.tnmasternursery.com)

University of Tennessee Extension will issue Master Nursery Producer Certificates to individual producers in the name of the producer taking the course and the year it was issued.

UT Master Nursery Producer Program

- ☐ Spring 2014 – TMNP Online
- ☐ Fall 2012 – TMNP

***Note: Certificates will expire three (3) years after issuance.***



# ORGANIC SECTOR

## Who is an Organic Producer?

For the purposes of TAEP, an eligible Organic operation is involved in the production of USDA certified products (fruits, vegetables, meats) for sale and is aimed at increasing profitability of the operation.

- Organic Fruit producer
- Organic Viticulture producer
- Organic Vegetable producer
- Organic Farm Fresh Meat producer

## Organic Applicant Requirements

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- Applicant must be USDA certified organic or working towards certification to qualify. Certification must be current at time of reimbursement request.

## Organic Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Organic projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Organic projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

Applicant must be USDA certified Organic (certificate and current letter of compliance) at time of reimbursement.

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- **Organic applicants must be certified with current documentation.**
- See eligible special requirements for Organic sector projects in sidebar on page 15.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Organic special requirements.

## What Organic Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: Farm Infrastructure, Specialty Equipment and Marketing. *Examples of eligible and ineligible items are provided on page 15.*

### Competitive Projects – Organic:

- Priority is given to projects that are focused on improving or increasing production.
- Marketing projects are also strongly considered depending on the individual producer's market.

TAEP staff will coordinate with UT Extension and USDA to verify of your compliance. Applicant will need to send a copy of their USDA Organic certificate and most current letter of compliance for TAEP records.

See the Reference page for sector specialists – page 25

## Eligible Organic Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

Fan – greenhouse  
Fertilizer equipment  
Field planter  
Filter system – irrigation  
Flail mower  
Gravel –

- Foundation
- Propagation area

Greenhouse –

- Structure
- Hydroponic
- Overwintering
- Shade system

Heater – greenhouse

High tunnel/ hoop house

Irrigation –

- Controller system
- Drip
- Filter system
- Overhead
- Pivot

- Pump
- Water level control
- Water storage tanks

Lighting – not for aesthetics

- Greenhouse

Loading area/dock

Mulch machine

Mulch layer/lifter

Packing facility

Packing line equipment

Pond liner – irrigation system

Production line equipment

Pump – irrigation, filter

Roller crimper

Row covers

Signs

Sink – produce washing

Soil mixer

Spader

Spray equipment

Sprayer

Thermostat – greenhouse

Trellis materials

Fruit stock –

- Apples
- Blackberries
- Blueberries
- Peaches
- Grapes
- Raspberries

Walk in cooler

Website development – see ineligible

Wood boiler



## Ineligible Organic Items – Most commonly requested

Advertising

Brochures

Building – storage

Chemicals

Computers

Containers – bottles, pots

Drip tape

Driveways

Electrical service

Fees –

- Domain
- Hosting
- Membership

Fencing

Fertilizer

Forklift

Fuel

Give a way items

Golf cart

Insecticides

Labor – applicant or employees of applicant

Landscaping

Land – clearing of

Livestock

Maintenance of existing structures

Meeting expenses

Merchandise

Motorized vehicles

Mower

Office equipment

Permits

Pesticides

Plants – liners/plugs

Ponds – digging of, for a water source

Product development

Property – purchase or debt payment

Renovations – of existing structures

Seeds – produce, nursery, flowers, etc

Software

Store – general

Tractor

Trade show expenses

Trailers – livestock

Used equipment

Water source creation –

ponds/wells

Website – annual or hosting fees

Wells – drilling of

## USDA Organic Certification

This USDA certification is required if requesting 50% cost share. Certification and current letter of compliance are required at time of reimbursement.

TAEP will coordinate with USDA and UT Extension to verify compliance.

### RESOURCES:

#### USDA National Organic Program (NOP)

<http://1.usa.gov/organic-certification>  
202-720-3252

#### USDA Organic Certification Financial Assistance

[www.ams.usda.gov/NOPFinancialAssistance](http://www.ams.usda.gov/NOPFinancialAssistance)

#### USDA Organic Seal

[www.ams.usda.gov/NOPOrganicLabeling](http://www.ams.usda.gov/NOPOrganicLabeling)

#### Environmental Quality Incentives Program (EQIP)

<http://1.usa.gov/nrcs-equip-apply>

### ORGANIC CERTIFICATION AGENCIES NEAR TN:

#### Quality Certification Services (QCS)

352-377-0133

#### Georgia Crop Improvement Assoc. (GCIA)

706-542-2351

# VALUE-ADDED PRODUCTS SECTOR

## Who is a Value-Added Products Producer?

For the purposes of TAEP, an eligible Value-Added business produces products for sale that use raw food or fiber that is produced by their agricultural operation.

Applicants must use agricultural products that have been grown on their farm as primary source of the value-added product.

Businesses within the sector that includes a variety of products such as:

- Cheese
- Clothing
- Crafts
- Farm fresh meats
- Ice cream
- Jams
- Jellies
- Relishes
- Salsa
- Other

## Value-Added Products Applicant Requirements

- Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.
- Applicants must meet **all state and local regulations** to be eligible for reimbursement.

### Consumer & Industry Services (Regulatory) Requirements:

- Applicants producing processed foods, meats, dairy, and related products must be licensed and inspected by the State of Tennessee as a food manufacturing facility if applicable.
- Contact the Tennessee Department of Agriculture – at 615-837-5193 for more information on state regulations.

## Value-Added Products Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Value-Added Products projects are eligible for 35% cost share.  
There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, all approved applicants with Value-Added Products projects must complete all special requirements prior to the program reimbursement deadline of May 1, 2015.

### Special Requirements for 50% Cost Share

Option One: Value-Added Producers	Option Two: Value-Added Farm Fresh Meat Producer
1. Sector eligible educational courses – must attend (2)	1. Value-Added Farm Fresh Meat eligible course – must attend (1) 2. Sector eligible educational course – must attend (1)

### Additional Special Requirement Information

- All sector special requirements must be completed by the applicant prior to the program reimbursement deadline May 1, 2015.
- The registered name for the special requirement must be the same name as the individual applying for cost share funding.
- **Applicant must have participated in events from 2012-2015.**
- See eligible special requirements for Value-Added sector projects in sidebar on page 17.
- Visit the Producer Diversification Course Calendar, [www.tn.gov/agriculture/enhancement/prod\\_divers.shtml](http://www.tn.gov/agriculture/enhancement/prod_divers.shtml), to view upcoming courses that will apply towards the Value-Added special requirements.

## What Value-Added Products Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: Farm Infrastructure, Specialty Equipment and Marketing. *Examples of eligible and ineligible items are provided on page 17.*

### Competitive Projects – Value-Added Products:

- Priority is given to projects that are focused on improving or increasing production.
- Producers that are producing the raw food or fiber product(s) to be used in their value-added enterprise are given priority over off-farm sourcing of raw product.
- Marketing projects are allowed but are not considered as competitive as those involving production.

See the Reference page for sector specialists – page 25

## Eligible Value-Added Products Items:

- Not all eligible items are listed, please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

Cold storage	Pasteurizers
E- Commerce development	Processing areas
Freezers –	Processing equipment
• Walk-in	Range/stove
• Chest	Refrigerators
Hand washing areas – for food safety	Retail shelter
Loading dock	Website development – see ineligible
Packaging equipment	



## Ineligible Value-Added Products Items – Most commonly requested

Advertising	Fuel	Product development
Brochures	Give a way items	Property – purchase or debt payment
Building – storage	Golf cart	Renovations –of existing structures
Chemicals	Ingredients	Rent
Computers	Labels	Software
Containers – bottles, pots	Labor – applicant or employees of applicant	Store – general
Driveways	Landscaping	Tractor
Electrical service	Land – clearing of	Trailers – livestock
Fees –	Livestock	Used equipment
• Domain	Maintenance of existing structures	Water source creation – ponds/wells
• Hosting	Merchandise	Website – annual or hosting fees
• Membership	Motorized vehicles	Wells – drilling of
Fencing	Office equipment	
Fertilizer	Permits	
Forklift		

## Value-Added Courses

These past and current courses count as 50% special requirements for Value-Added.

### OPTION 1

#### CPA – Direct Marketing \$ense Course

- ❑ January 10-11, 2012 – Manchester, TN
- ❑ March 11-12, 2013 – Spring Hill, TN

#### CPA – Direct Farm Marketing for Success V: “Using Computer Records to Boost Your Business” Workshop

- ❑ March 7, 2012 – White Pine, TN
- ❑ March 8, 2012 – Cookeville, TN
- ❑ March 14, 2012 – Spring Hill, TN
- ❑ March 15, 2012 – Jackson, TN
- ❑ March 22, 2012 – Monteagle, TN

#### CPA – Tools/Strategies to Upgrade Your Social Media Impact

- ❑ August 21, 2012 – Knoxville, TN
- ❑ August 22, 2012 – Murfreesboro, TN
- ❑ August 23, 2012 – Jackson, TN

#### CPA – Southern Seminar Hospitality Seminar

- ❑ August 13, 2013 – Kingsport, TN
- ❑ August 14, 2013 – Loudon, TN
- ❑ August 15, 2013 – Manchester, TN
- ❑ August 20, 2013 – Spring Hill, TN
- ❑ August 21, 2013 – Jackson, TN

#### CPA – Farmers Market Bootcamp

- ❑ February 24, 2014 – Memphis, TN
- ❑ February 25, 2014 – Dyersburg, TN
- ❑ February 26, 2014 – Dickson, TN
- ❑ March 4, 2014 – Fayetteville, TN
- ❑ March 5, 2014 – Chattanooga, TN

#### CPA – Direct Farm Marketing for Success VI:

- ❑ March 11, 2014 – White Pine, TN
- ❑ March 12, 2014 – Athens, TN
- ❑ March 13, 2014 – Cookeville, TN
- ❑ March 20, 2014 – Milan, TN
- ❑ March 21, 2014 – Spring Hill, TN

#### CPA – Food for Profit

- ❑ April 8, 2014 – Alcoa, TN
- ❑ April 9, 2014 – Chattanooga, TN
- ❑ April 10, 2014 – Murfreesboro, TN

### OPTION 2 – FARM FRESH MEAT PRODUCERS ONLY

#### CPA – Exploring Meat Processing & Marketing Bus Tour

- ❑ September 9, 2013

#### CPA – Beef Quality and Meat Cuts (1/2 course must have attended the Cost for Finishing Animals)

- ❑ November 4, 2013 – Knoxville, TN
- ❑ November 5, 2013 – Murfreesboro, TN
- ❑ November 6, 2013 – Jackson, TN

#### CPA – Cost Considerations for Finishing Animals

- ❑ September 30, 2013 – Alcoa, TN
- ❑ October 7, 2013 – Clarksville, TN
- ❑ October 14, 2013 – Cookeville, TN
- ❑ October 21, 2013 – Spring Hill, TN
- ❑ November 14, 2013 – Greeneville, TN
- ❑ December 10, 2013 – Jackson, TN



# HOW TO APPLY

## Online

Applicants may apply electronically at TAEP Online. **Please note that electronic applications are not mandatory.** See page 19 for instructions for applying online.

## Paper

Applicants choosing to apply using the paper method will need to submit Application B form (page 21), Substitute W-9 form (page 20) and application proposal (pages 22 – 24).

*Important Note: Applicants are encouraged to keep a copy of their application materials and to mail the original using a traceable method of delivery. For example, USPS Return Receipt method will provide the sender with evidence of delivery (to whom the mail was delivered and date of delivery).*

### Basic Instructions for Application B and Substitute W-9 Forms

Review program descriptions and requirements to determine which programs you are eligible for and what certifications/permits are required to apply. Complete all sections of the application. Visit [www.tn.gov/taep](http://www.tn.gov/taep) for complete application instructions.

- **Taxpayer number** – list your preferred tax number. This number must match the tax number listed on your Substitute W-9 form. Please list only one number. *This number is NOT your TN agricultural sales tax exempt number. For information on obtaining your TN agricultural sales and use tax certificate of exemption, contact TN Dept. of Revenue by calling 1-800-342-1003, emailing [Tn.Revenue@tn.gov](mailto:Tn.Revenue@tn.gov) or visiting [www.tn.gov/revenue](http://www.tn.gov/revenue).*
- **Name** – enter your **full legal name** and indicate your title and any suffix you may have. The name you list on Application B must match the name you list on your Substitute W-9 form. *Applicant name must match name on educational certifications, permits, premises registration, and property records, where required for eligibility. You can add your commonly used name to the application in parentheses (nickname/common name).*
- **Mailing Address** – enter the address where you receive your mail. TAEP documentation will be sent to this address. This address may be different than your home or farm address. This mailing address must match the address you list on your Substitute W-9 form.
- **Residential Address** – enter the address where you live. This address may be the same as your mailing or farm address.
- **Farm Address** – enter the physical address of the farm where your project will be. The premises ID address must match the farm address listed on the application.
- **Premises Information** – see page 4, Eligibility Requirements #7, for information.
- **Property Ownership** – indicate whether the farm property address is owned by you (applicant), a member of your immediate family (list legal property owner) or leased. *Applicant or a member of the applicant's immediate family must own land where permanent structures will be built. Applicants may only submit one Application B per premises or property, per family owned land, per household, per business, per application period. See page 4, Eligibility Requirements #6.*
- **Industry Sector** – indicate sector(s) that apply to your cost share project(s).
- **Application Proposal** – this program requires a separate written proposal along with Application B form (page 21) and Substitute W-9 form (page 20). An electronic copy of the proposal questionnaire outline can be requested by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).
- **Applicant Agreement** – this section features several important bullet points regarding program participation. Read each line of text. Print your name and date. Sign your name.
- **Substitute W-9 Form** – the name you list on Application B must match the name you list on this form. The taxpayer number listed on Application B must match the number listed on this form. Signature must match taxpayer name listed on this form. *Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for payments over \$600.00.*

### Approval Notifications

Applicants will be notified in writing of approval or denial. Allow 12 weeks for application processing. Each program approval will include reimbursement instructions along with approval documents. Please note that receipts/payments dated prior to June 1, 2014 are not eligible.



## Applying Online

- Visit [www.tn.gov/taep](http://www.tn.gov/taep) during application period
- Click on the TAEP Online link
- Click on the 2014 TAEP Application B link
- Follow submission instructions and print a copy of your application
- Please note that a current email address is required



Tennessee Agricultural Enhancement Program



2014 TAEP Cost Share Application B

Do you have a TAEP online account?

☐ Yes      Premises Account #:       Password:

☐ No      I do not currently have a TAEP online account

[Forgot Your Password?](#)

[Help](#)

See page 27 for [Application B](#) online checklist before applying.

## More about TAEP Online

TAEP Online is an account management system that allows producers participating in TAEP to view information about their account. Participants can view their history, make contact updates, and see current status of application and reimbursements.

If you have not participated in TAEP previously, you will not have an online account but you will be able to apply online during the application period.

## Accessing your TAEP Online Account

In order to access your TAEP Online account, you will need a current email address, your TAEP ID number, and your premises account number.

If you have not received your TAEP ID number, email [taep.online@tn.gov](mailto:taep.online@tn.gov) to request a number. Include your name, address and premises account number in the email. The last date to request a TAEP ID number for the 2014 application period is May 30, 2014.

*Electronic applications are not mandatory. See page 18 on how to apply for the paper application.*

REQUIRED FOR APPLICATION B APPROVAL

*Producer Diversification*

**SUBSTITUTE W-9 FORM**

**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

**1. Please complete general information:**

Taxpayer Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Reimbursement check will be mailed to this address.*

**2. Circle the most appropriate category below: (please circle only one)**

- 1) Individual (not an actual business)
- 2) Joint account (two or more individuals)
- 3) Custodian account of a minor
- 4)
  - a. Revocable savings trust (grantor is also trustee)
  - b. So-called trust account that is not a legal or valid trust under state law
- 5) Sole proprietorship (using a social security number for the taxpayer ID)
- 6) Sole proprietorship (using a federal employer identification number for taxpayer ID)  
**OR** Limited Liability Company (LLC) formed as a Disregarded Entity
- 7) A valid trust, estate, or pension trust
- 8) Corporation **OR** Limited Liability Company (LLC) formed as a Corporation
- 9) Association, club, religious, charitable, educational, or other non-profit organization  
**(for entities that are exempt from federal tax, use category 13 below)**
- 10) Partnership **OR** Limited Liability Company (LLC) formed as a Partnership
- 11) A broker or registered nominee
- 12) Account with the US Department of Agriculture in the name of a public entity that receives agricultural program payments
- 13) Government Agencies and organizations which are tax-exempt under Internal Revenue Service guidelines (i.e., IRC 501(c)3 entities)

**3. Fill in your taxpayer identification number below: (please complete only one)**

1) If you circled number 1-5 above, fill in your Social Security Number.

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

2) If you circled number 6-13 above, fill in your Federal Employer Identification Number (EIN).

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**4. Sign and date the form:**

Certification - Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number. If I circled category 13 above, I also certify that my agency or organization is tax-exempt per Internal Revenue Service guidelines and not subject to backup withholding.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title (if applicable) \_\_\_\_\_



# Producer Diversification

## 2014 Cost Share Application – Application B

Office Use Only  
Date Received

### 1. APPLICANT INFORMATION

<b>Taxpayer ID Information</b> List one number only. This number must match your Substitute W-9 form (pg.20).		<b>Social Security Number</b> (XXX-XX-XXXX)		or	<b>Federal Tax ID#</b> (XX-XXXXXXX)	
<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>		<b>Title</b> <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> JR <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> SR
<b>Address Type</b>	<b>Street</b>	<b>City</b>		<b>ST</b>	<b>Zip Code</b>	<b>County</b>
Mailing				TN		
Residential				TN		
<b>Home Phone</b>		<b>Cell Phone</b>		<b>E-mail</b>		

### 2. FARM/PREMISES INFORMATION

<b>Farm Street Address</b>		<b>Farm City</b>		<b>ST</b>	<b>Zip Code</b>	<b>Farm County</b>
				TN		
<b>Premises Account #</b>		<b>Premises ID #</b>				
<b>Property Ownership</b>		<input type="checkbox"/> Applicant Owned	<input type="checkbox"/> Lease	<input type="checkbox"/> Family Owned – list name of legal property owner below: Name:		
<ul style="list-style-type: none"> <li>❖ TDA Premises Registration is required if applicant has livestock on their operation.</li> <li>❖ Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.</li> <li>❖ Farm address must match address registered for Premises ID # listed.</li> <li>❖ Applicant or a member of the applicant's immediate family must own land where permanent structures will be built.</li> </ul> <p><b>Only one Application B, per premises or property, per family owned land, per household, per business, per application period is allowed.</b></p> <li>❖ If applicant does not have livestock on their operation, list farm address and indicate property ownership only.</li>						

### 3. INDUSTRY SECTOR – indicate sector(s) that apply to your cost share projects

☐ Agritourism ☐ Fruits & Vegetables ☐ Honey Bees ☐ Horticulture ☐ Organics ☐ Value-Added Products

### 4. APPLICATION PROPOSAL

**This program requires a separate written proposal along with this application form and Substitute W-9 form on page 20.**

- ❖ An electronic copy of the proposal questionnaire outline can be requested by emailing [Producer.Diversification@tn.gov](mailto:Producer.Diversification@tn.gov).
- ❖ Proposal must be typed in requested format and include written (actual) cost estimates from each vendor/supplier.
- ❖ **Proposal Instructions, featuring questionnaire, are available on pages 22-24.**

### 5. APPLICANT AGREEMENT

- I certify that I am a citizen of the United States of America and/or lawfully present in the United States.
- I certify that I am a resident of Tennessee and that I am at least 18 years old on application date.
- I understand that only one Application B is allowed per premises or property, per family owned land, per household, per business, per application period.
- I understand that it is my responsibility to ensure that my project is eligible and meets all TAEP criteria.
- I certify that all the information on this application is complete, true and factual to the best of my knowledge and belief.
- I understand that providing any false, fraudulent or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.
- I also understand that failure to utilize allocated funds can affect eligibility for future programs.
- **I have reviewed and understand all of the guidelines listed in this application booklet.**

Print Applicant Name

Date

Applicant Signature

### 6. HOW TO SUBMIT APPLICATION B – see pages 26-27



# PRODUCER DIVERSIFICATION – APPLICATION B INSTRUCTIONS

## IMPORTANT:

- It is strongly recommended to submit your application proposal and budget using the format outline presented below in the 2014 Proposal Writing Guidelines.
- Applicants are encouraged to request an electronic copy of the proposal questionnaire template to use in preparing their submission. Email your request for a template to [Producer.Diversification@tn.gov](mailto:Producer.Diversification@tn.gov).
- TDA staff cannot review proposals prior to submission.

## TAEP 2014 Proposal Writing Guidelines

## PROPOSAL INSTRUCTIONS

- The proposal and budget must be typed in requested format. The proposal must be in your OWN words.
- Applications will be evaluated on a competitive basis by industry sector according to each individual project. **Projects are identified primarily by the sector in which they are eligible (see page 3).** TDA staff will conduct application reviews.
- Only applications that are complete and include sufficient information will be considered for evaluation.
- The application must merit financial support, clearly state objectives, provide a sound work plan and prove applicant expertise necessary to successfully complete the project(s).
- An on-site visit or meeting may be required as part of the evaluation process.

### 1) Describe the agricultural operation that you are requesting cost share for:

- a. What sector do you consider your operation?  
*List the industry sector that you are primarily involved in: e.g. Agritourism, Organics, etc.*
- b. How many years have you been in business?  
*If you have not been involved in a sector for one year or more, list the amount of time involved in months.*
- c. Number of employees with this operation (include full, part-time, seasonal, volunteers)  
*List the number of paid employees first. If this is a family business that many family members are involved in but may not be paid employees, please list the number of those individuals separately.*
- d. Number of acreage in production?
- e. How many years of experience have you achieved with this sector?
- f. If Honey Bee production:  
Number of hives and years of experience?
- g. Sales income from this operation for the past 3 years.  
*List separately for the following years: 2011 – 2012 – 2013 the income generated from the agricultural operation you are requesting cost share for.*
- h. Sales income from other products/services/events from this operation for the past 3 years.  
*List separately for the following years: 2011 – 2012 – 2013 the income generated from other products/services/events that may be sourced off-farm for resale or services that may be provided on the farm (e.g. Income from an on-farm store, Agritourism event, secondary sectors).*
- i. Describe your operation, the services it provides and how it reflects your income.
- j. Describe the current facilities of your operation – e.g. existing structures, parking, restrooms, flooring, lighting, climate control, handicap accessibility, permanent signage etc.
- k. List the types and amounts of products produced.  
*List any products that were part of your business in the past and what you are currently producing.*
- l. Explain any expansions and/or downsizing – past, present, future.
- m. Briefly describe the goals you have for this operation – short and long term.

## PRODUCER DIVERSIFICATION - APPLICATION B INSTRUCTIONS

### 2) Describe any other agricultural operations that you currently are involved with – Mark if not applicable

- What is the industry/type of business?  
*Cattle, dairy, tobacco, crops, etc.*
- How many years have you been in business?
- Number of employees with this operation.  
*List the number of paid employees first. If this is a family business that many family members are involved but may not be paid employees, please list the number of those individuals separately.*
- Number of acreage in production.
- Sales income from the operation–based on sales for the past 3 years.  
*List separately for the following years: 2011 – 2012 – 2013 the income generated from production agriculture crops and/or livestock raised on your farm.*
- Sales income from other products/services/events from this operation for the past 3 years.  
*List separately for the following years: 2011 – 2012 – 2013 the income generated from other products/services/events that may be sourced off farm for resale or services that may be provided on the farm (e.g. Income from an on-farm store, Agritourism event, secondary sectors).*
- Describe your operation, the services it provides and how it reflects your income.
- List the types and amounts of products produced.  
*List any products that were part of your business in the past and what you are currently producing.*
- Explain any expansions and/or downsizing – past, present, future.

### 3) Indicate if you have applied for TAEP cost share previously.

TAEP HISTORY				
Fiscal Year Applied	Program	Brief Project Description	Approval Status	\$\$ Allocated – if applicable
FY13-14 (2013)	Producer Diversification	2 Hoop Houses	Approved	\$8,000
FY12-13 (2012)	Livestock Equipment	16 panels	Disapproved	\$0
FY08-09 (2008)	Producer Diversification and Genetics	Irrigation lines for vegetable fields and bull semen	Approved for both	\$3,000 \$1,200

### 4) Describe the proposed cost share project(s) for this fiscal year.

Proposed activities for cost share must demonstrate significant potential for increasing farm income through the improvement or expansion of farm or agribusiness operations involving the production of diversified agricultural products.

In addition, proposed activities must:

- Be market driven and have a viable marketing plan
- Establish something new, not maintain on-going projects
- Meet all state and local food safety and regulatory requirements
- Produce long term benefits for the farm

- List each proposed project(s) in detail.  
*Include what the proposed project is and what products or services will be provided using that project.*
- Explain how each project (separately) will improve or expand your operation.  
*Explanation must provide adequate detail as to how the project will increase your operation's ability to generate income.*
- List the projected increase in annual income generated for the next three years – 2015 – 2016 – 2017 as a result of your project(s).  
*The projected increase is the amount that you expect income to increase as a result of that project specifically. Do not list the projected total income from your entire operation.*
- Is this projected income feasible enough to justify the total project cost? Please explain.
- Indicate whether you had any help in planning this project from your county extension agent, industry expert, specialized group or association etc.
- In a month to month time line, outline “realistic” steps required for completing your project(s) by the program deadline May 1, 2015.  
*E.g. September – purchase greenhouse materials / October – materials delivered / March – concrete slab poured then construct greenhouse / April – completed project.*



# PRODUCER DIVERSIFICATION - APPLICATION B INSTRUCTIONS

## 5) Summarize your marketing plan for your diversified agricultural products.

- Explain how and where your products are currently being sold or will be sold.  
*List different outlets where your products are sold (wholesale, retail farm stand, farmers markets, etc).*
- Specify all marketing activities that are currently utilized in your operation.  
*Indicate how your business is promoted to the public. Elaborate on specific activities that you utilize in your promotions.  
E.g. auctions/organized sales, brochures, websites, radio, television, flyers, banners, e-commerce, print media, social media, etc.*
- Describe your competitive advantage over similar operations and what sets aside your product/service from other local or regional competitors.  
*This is an important business concept. Explain why customers buy your product. Is it because of your service, convenience, price, product differentiation, or other?*

## 6) Provide a detailed, line-item budget for each proposed project using the format presented below.

- Research all costs associated with project(s).
- List each item and its cost on a separate line. Provide the source of the cost quote with complete contact information and written cost estimate for all materials needed for each project.
- All projects will be required to provide cost quotes/estimates. **Labor must be separated from materials cost.**
- Labor: Labor is only eligible for infrastructure projects. In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor. Labor is not eligible for reimbursement if performed by the applicant, their employees, or any individual that participates in running the operation.
- The total amount of cost share requested cannot exceed the maximum of \$10,000 (35%) or \$15,000 (50%).
- Present your line-item budget using example formats below.

BUDGET TABLE - Example 1						
Project Sector	Quantity	Item Description	Source of Cost Quote	Total Cost	Cost Share %	Amount Requested
Agritourism	1	Educational pavilion 30'x45'	JR Construction	\$20,500	50%	\$10,250
Agritourism	15	Hand washing stations	Rub a Dub Co	\$4,000	50%	\$2,000
Total Amount of Cost Share Requested						\$12,250

BUDGET TABLE - Example 2						
Project Sector	Quantity	Item Description	Source of Cost Quote	Total Cost	Cost Share %	Amount Requested
Fruits and Vegetable	300	Peach tree liners	Mr. Georgia's Pristine Peaches	\$9,000	50%	\$4,500
Value-Added Products	1	Fruit press	Jacto Inc	\$2,500	50%	\$1,250
Total Amount of Cost Share Requested						\$5,750

- 7) If requesting 50% cost share indicate what special requirements (for each sector project applied for) you have met since 2012 and what you plan to attend before reimbursement deadline (May 1, 2015). Refer to individual sector sheets to determine what special requirements must be completed for 50% cost share eligibility. Present your special requirements using this table format.

SPECIAL REQUIREMENTS - 50%			
Project Sector	Course/Event Title	Date	Location
Fruits & Vegetable	TN Horticulture Expo	1-30-2014	Nashville, TN
Fruits & Vegetable	FM Bootcamp	3-6-2014	Harriman, TN

- 8) Attach legible written cost estimates from each vendor/supplier. Estimates must include complete contact information (name, address, phone number, and business logo/name).

*Please note that these estimates and quotes must be unpaid. Any proposed projects paid for prior to June 1, 2014 are not eligible. Used equipment, used materials and leased equipment are not eligible.*

## REFERENCES

TAEP Producer Diversification .....	.615-837-5344
TDA Agritourism Marketing Specialist .....	.615-837-5348
TDA Consumer and Industry Services .....	.615-837-5193
TDA Fruits and Vegetable Marketing Specialist .....	.615-837-5347
TDA Horticulture Marketing Specialist .....	.615-837-5163
TDA Organic Marketing Specialist .....	.615-837-5163
TDA Premises Registration .....	.615-837-5120
TDA State Apiarist .....	.615-837-5342
TDA Value – Added Meats Marketing Specialist .....	.615-837-5309
TDA Value – Added Products Marketing Specialist .....	.615-837-5345
UT BeeMaster Program .....	.865-974-0209
	<a href="http://bees.tennessee.edu/beemaster.htm">bees.tennessee.edu/beemaster.htm</a>
UT Center for Profitable Agriculture .....	.931-486-2777
	<a href="http://cpa.utk.edu">cpa.utk.edu</a>
UT/TSU Extension .....	.865-974-7114
	<a href="http://utextension.tennessee.edu">utextension.tennessee.edu</a> or <a href="http://www.tnstate.edu/extension">www.tnstate.edu/extension</a> for your local UT/TSU Extension Office
UT Mastery Nursery Producer Program (TMNP) .....	.865-974-7152
	<a href="http://tnmasternursery.com">tnmasternursery.com</a>
UT Organics .....	.865-974-7324
	<a href="http://organics.tennessee.edu">organics.tennessee.edu</a>
Good Agricultural Practices (GAP) Certification .....	.865-974-7274
Organic Certification Agencies near TN:	
Quality Certification Services (QCS) .....	.352-377-0133
Georgia Crop Improvement Association (GCIA) .....	.706-542-2351
USDA National Organic Program (NOP) .....	.202-720-3252
	<a href="http://ams.usda.gov/NOP">ams.usda.gov/NOP</a>
Tennessee Small Business Development Center .....	.1-877-898-3900
	<a href="http://tsbdc.org">tsbdc.org</a>

# PAPER APPLICATION B CHECKLIST

- ☐ I have read sector sheet(s) related to my proposed project(s).
  - ☐ I understand how to apply for Application B – Producer Diversification (page 18).
  - ☐ I have completed all sections and signed the Substitute W-9 form (page 20).
    - Remove Substitute W-9 form (page 20) for mailing with Application B form and proposal.
  - ☐ I have completed all sections and signed Application B form (page 21).
    - Remove Application B form (page 21) for mailing with Substitute W-9 form and proposal.
  - ☐ I have read Proposal Instructions (pages 22-24) and utilized this information to prepare my proposal.
    - Print a copy of your proposal and attach to your Application B form (page 21) and Substitute W9 form (page 20).
    - For each proposed project, I have provided a copy of all cost estimates from vendors/suppliers with complete legible contact information (name, address, phone number and business logo/name).
    - For each proposed project, I have attached drawings, diagrams, or photographs to clarify item description.
  - ☐ Organize the following materials to submit as your 2014 TAEP Producer Diversification - Application B Proposal package. Make a copy of these application materials for your files.
    1. Substitute W9 form (page 20)
    2. Application B form (page 21)
    3. Proposal
    4. Project Cost Quotes
    5. Project Diagrams/Drawings/Photos
- Applications must be postmarked June 1-7, 2014 or hand delivered during June 2-6, 2014.
  - NO FAXES OR EMAILS ACCEPTED - Applications are only accepted by mail, hand delivery, or online.
  - Applications received before or after the application period are ineligible.
  - Applicants may only submit one Application B per premises or property, per family owned land, per household, per business, per application period.
  - Application B – Producer Diversification, cost share requests are evaluated on a competitive basis by industry sector.
  - Only applications that are complete and include sufficient information will be considered for evaluation.

## Ways to submit your Application B

### Hand delivery

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building at the Ellington Agricultural Center. Include the above materials 1-5. The physical address is: 442 Hogan Rd., Nashville, TN 37220

### Mail

Send Application B, along with the above materials 1-5 to:  
TN Dept of Agriculture,  
Attn: TAEP 2014-B  
P.O. Box 40627  
Nashville, TN 37204

### Online

See page 19 for how to access TAEP Online  
See page 27 for Application B – Online Checklist

### Approval Notifications

Applicants will be notified in writing of approval or denial. Allow twelve (12) weeks for application processing.

The 2014 TAEP Online [Application B](#) will be available June 1–7, 2014.

During the application period go to [www.tn.gov/taep](http://www.tn.gov/taep), scroll down to the TAEP Online section and click on the TAEP Online link.

## Preparing [Application B](#) Proposal for Online Submission

- Refer to page 19 for instructions on how to apply online.
- Complete the proposal instructions on pages 22-24 in advance.
  - Request an electronic copy of the proposal template to type in to by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).
  - Refer to page 25 for helpful resources
- Gather the history of your previous TAEP application submissions for all TAEP programs – if applicable.
- Gather all FY14-15 proposed project(s) research on how your operation can and will benefit.
- Have an electronic (scanned) copy of all cost quotes/estimates, pictures, drawings, diagrams, etc., saved and ready to be uploaded at the end of the application.
- Print a hard copy of the application when prompted, save for records.
- Use the more info link or click on the (?) help boxes that are available to you when applying online.

**Electronic applications are not mandatory.**

## Tips before you start

- It is important to remember that:
  - o Your application session will time out after three hour.
  - o If you close the session without submitting your application, the information entered will not be saved. You can return to TAEP Online at any time during the application period to submit an application.
  - o The red (\*) indicates mandatory fields.
  - o If you have questions regarding a field, click on the “More Info” link located next to that field.
  - o Print a hard copy of your application when prompted.
  - o You will receive an email confirmation when your application has been received. Be sure that you check your spam/junk mail folders if the confirmation is not in your in box.
    - Please allow two to three hours to receive this confirmation
    - Editing you application is not possible after submission
    - Allow twelve (12) weeks for application processing
    - Applicants will be notified in writing of approval or denial

**All submissions are final.**

### **Nondiscrimination**

*The Tennessee Department of Agriculture prohibits discrimination against persons based on their race, color, national origin, sex, age or disability. Any person alleging discrimination based on a prohibited basis has a right to file a complaint within 180 days of the alleged discrimination with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. For more information contact Nakisha Easley, Title VI Coordinator at 615.837.5167.*

### **Public Disclosure**

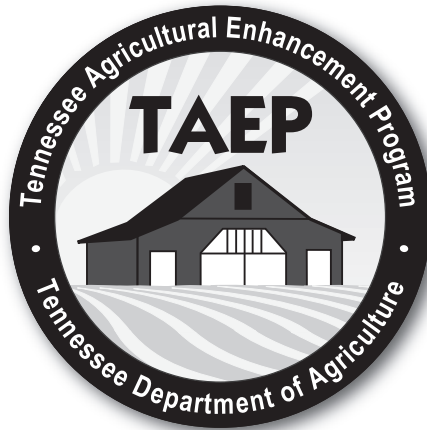
*Under Tennessee's Public Records law, information provided to the state becomes public record and is open to public inspection unless otherwise protected by state or federal law. A public record is defined as all documents or materials, regardless of physical form or characteristics made or received in connection with the transaction of official business by any governmental agency. Please be aware that information collected by the Tennessee Department of Agriculture could be made available to the public upon request by any citizen of the state. Requests for public records will be examined for compliance with public record laws.*

livestock.genetics@tn.gov  
livestock.equipment@tn.gov  
workingfacility.cover@tn.gov  
grain.storage@tn.gov  
hay.storage@tn.gov  
livestock.feedstorage@tn.gov  
producer.diversification@tn.gov  
taep.outreach@tn.gov  
taep.online@tn.gov

Tennessee Agricultural Enhancement Program  
Tennessee Department of Agriculture  
Ellington Agricultural Center  
P.O. Box 40627  
Nashville, TN 37204

### Information Line

# 1.800.342.8206



Physical Address  
Ellington Agricultural Center  
Holeman Building  
424 Hogan Road  
Nashville, TN 37220



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